

**MONTANA CHILD AND ADULT
CARE FOOD PROGRAM**

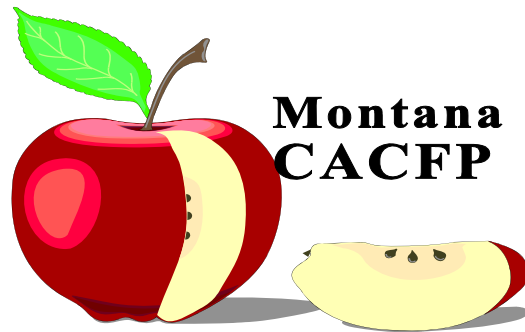
Revised June, 2008

MANAGEMENT MANUAL

FOR

DAY CARE HOMES





Child and Adult Care Food Program (CACFP) Administration for Child Care Homes

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This manual was developed by the DPHHS MT CACFP in conjunction with the Montana CACFP Sponsor's Network. It is intended to assist child care homes to successfully implement CACFP. If you have questions about CACFP or anything contained in this manual, please contact your Sponsor.

Welcome to the Child and Adult Care Food Program (CACFP)

The CACFP is a U.S. Department of Agriculture (USDA) program which is administered in Montana by the Department of Public Health and Human Services. You are participating in the program under a local Sponsor, that has an agreement with the Department of Public Health and Human Services to administer the CACFP. The CACFP provides reimbursement to participating day care homes for meals that meet the prescribed meal pattern which are served to enrolled children.

Congress established the CACFP in 1968 to provide meals to children in day care centers, settlement houses, and recreation centers. The CACFP was created in response to the need to provide good nutrition to children in needy areas where there were large numbers of working mothers. The law provided limited Federal reimbursement for meals served to children by public or private nonprofit institutions.

Congress passed Public Law 95-627 in November 1978. This law made the program permanent and ensured that the program continued to provide quality nutrition. Under this law, a public or private nonprofit institution, a licensed sponsored facility or a registered family or group day care home may participate in the CACFP. This includes child care centers, recreation centers, outside-school-hours care centers, family and group day care homes, and institutions providing day care for the disabled. In 1988, Adult Day Care Centers were added to the CACFP.

The Welfare Reform Act (PL104-193), passed by Congress in August of 1996, defined the Tier I and Tier II day care home. Tiering, which is defined at greater length in the definition section, was designed to focus benefits toward more financially needy families while still providing some benefits to all day care homes. Meal reimbursement is paid based on the tier status within each day care home.

The MT CACFP is a unit within the Montana Early Childhood Services Bureau. The Bureau is dedicated to helping children and families succeed by increasing the affordability, accessibility and quality of early care and education.

To assure that children are receiving the benefits of the CACFP and that you are receiving proper reimbursement, you must meet certain requirements which are defined in the Sponsor/Provider Agreement. The Sponsor for providing guidance, training and technical assistance for operation of the CACFP and to ensure that you meet program requirements. This is accomplished by performing periodic on-site reviews of your day care home, conducting occasional household contacts/parent surveys and by reviewing your program records.

We hope that this manual will provide you with the necessary guidance and motivation to operate the best program possible. Cooperating with your Sponsor will help assure that you meet your CACFP responsibilities, help support children's nutrition and will be an important justification for continued congressional support for this program. We wish you well in your operation of the CACFP.

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.”

REGULATIONS

Federal Regulation § 7 CFR Part 226, the Administrative Rules of Montana and state policies govern CACFP participation. Day care home providers who participate in the CACFP must comply with these regulations. Many of the requirements are spelled out in the CACFP Sponsor/Provider Agreement, which lists the “Rights and Responsibilities of a Provider,” and the “Rights and Responsibilities of the Sponsor.”

Please refer to this document and/or contact your Sponsor when you have any questions regarding proper CACFP administration.

REQUIREMENTS

New Applicant Requirements

- Obtain registration from the Quality Assurance Division (QAD), Department of Public Health and Human Services (DPHHS), Child Care Licensing Bureau.
- Complete a pre-approval visit with your Sponsor.
- Read, complete, and sign the CACFP Sponsor/Provider Agreement.
- Assure that all parents / legal guardians:
 - Complete a child enrollment form to enroll them in CACFP.
 - Sign a document that includes information on the normal days and hours the child(ren) attends and the meals normally received while in care
 - Receive the parent handbook of information about the CACFP.
- To claim your own children for reimbursement:
 - Your household income must be within the Income Eligibility Guidelines and qualify for Tier I reimbursement.
 - You must complete an Income Eligibility Form and submit it to your Sponsor for approval.
 - See Definitions and Clarifications – Authorized Capacity, Provider’s Own Children)
- Provide documentation of household income to your Sponsor if you wish to be classified as Tier I by income.
 - New providers with zero income may be classified as Tier I for 45 days, and then must be re-evaluated every 45 days as long as they have zero income.
- If you are a Tier II day care home provider, choose how you want income eligibility determined for the children in your care (See Income Eligibility Forms).
- Comply with all program requirements.

Daily Requirements

- Prepare and serve meals (as approved in your agreement) which meet CACFP meal requirements.
- Notify your Sponsor if you and the children will not be present during a regularly scheduled meal service.
- Record the meals by type served to each child on the form provided by your Sponsor.
- Prepare and date menus for the current week and post the dated menus in an area easily visible to parents and guardians.
 - If the menu changes during the week, note the changes as they occur on the posted menu.
- Maintain a daily attendance record (sign-in/sign-out sheets) to verify attendance of children at meal times, including the provider’s own children if they are being claimed for meal reimbursement. You may create a form for this purpose or may use a form provided by your Sponsor.

Weekly Requirements

In addition to the daily in/out record described above, parents must sign or initial the attendance record weekly, at a minimum, to verify their children’s daily attendance. The provider must give the child’s **FULL** name on the in/out record. The Best Beginnings Scholarship program requires daily parent signed

in/out records, which also work for CACFP. If someone other than the parent picks up the child, the responsible adult should sign. Providers should never sign for parents. If Best Beginnings children are enrolled, these records also meet CACFP parent verification requirements. DPHHS recommends that all parents sign in/out records daily, particularly if any Best Beginnings Scholarship children are served, rather than singling these families out by differential treatment.

Monthly Requirements

- Submit complete and accurate menus and meal count/attendance records to the Sponsor for reimbursement on or before the date specified in your Sponsor/Provider Agreement.
- Submit enrollment forms for new children enrolled in your program and/or new enrollment forms for children whose forms have expired (enrollment information must be updated annually).
 - *Meals for children who do not have a current enrollment form will not be reimbursed.*
- Inform your Sponsor about any changes in the number of children enrolled for care or any changes in the status of your registration.

Annual Requirements

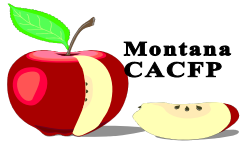
- Obtain your registration certificate from the Child Care Licensing Bureau of the DPHHS QAD and send a copy to your Sponsor.
- Review the CACFP Child and Adult Care Food Program Sponsor/Provider Agreement.
- Renew child enrollment forms annually.
- Obtain updated parent signed documentation of the normal days and hours children are in care and the meals normally received while in care.
- Participate in home monitoring visits by the Sponsor at least three times per year.
- Attend a minimum of 4 hours annual CACFP training.
- If you would like to be considered for Tier I reimbursement rates based on your income, submit a completed Income Eligibility Form and income verification annually to your sponsor to see if you qualify.
- If you are categorized Tier I by census, school or are categorically eligible for Tier I reimbursement, you must submit an Income Eligibility Form and verification annually.

Other Requirements

- Provide income documentation to your Sponsor for Tier I determination.
- Cooperate with your Sponsor and the MT CACFP during monitoring visits and by submitting requested records.
- Cooperate with your Sponsor and the MT CACFP during household contacts/parent surveys.
- Do not charge parents for children's meals.
- When children have an allergy or food intolerance that changes the meal pattern, obtain from parents a statement from a recognized medical authority (physician, physician assistant, nurse practitioner, or registered dietitian) which identifies the allergy and includes a list of substitute foods.
- Retain protected health information in accordance with HIPAA regulations.
- Provide notification of an increase of household income of \$50.00 or more per month if you are claiming your own children or are classified as Tier I by income.
- Have working thermometers in all refrigerators and freezers used for storing child care food.
- If the person named on the day care home registration works outside the day care home during the normal business hours of operation, he or she must notify the CACFP Sponsor. The day care registration and CACFP agreement must be in the name(s) of the individual(s) responsible for meal service. The reimbursement check must be issued to the person who signed the Sponsor/Provider Agreement and that person's name must be on the registration.

Records

To ensure that you are receiving proper reimbursement you must keep complete and accurate records. All records must be kept for three years beyond the current year. The original application and reasons for termination, pre-approval agreements, and Sponsor/Provider agreements are permanent documents, and must be kept indefinitely. Records are used to justify your receipt of federal funds. Failure to keep accurate documentation or deliberate misrepresentation of information may subject you to termination from CACFP and prosecution.



CHILD and ADULT CARE FOOD PROGRAM **MEAL PATTERN FOR CHILDREN**

Food Component	1 & 2 Years	3 – 5 Years	6 – 12 Years
Breakfast			
Milk, Fluid	½ Cup	¾ Cup	1 Cup
Fruit or Vegetable	¼ Cup	½ Cup	½ Cup
Bread/Bread Alternate*	½ Slice	½ Slice	1 Slice
Lunch or Supper			
Milk, Fluid	½ Cup	¾ Cup	1 Cup
Meat or Meat Alternate:	1 Ounce	1 Ounce	1 Ounce
• Cheese	1 Ounce	1 ½ Ounce	2 Ounces
• Egg	½	¾	1
• Cooked Dry Beans/Peas	¼ Cup	3/8 Cup	½ Cup
• Cottage Cheese	¼ Cup	3/8 Cup	½ Cup
• Yogurt, Plain or Flavored, Unsweetened or Sweetened	4 oz. Or ½ Cup	6 oz. Or ¾ Cup	8 oz. Or 1 Cup
• Peanut Butter or other Nut or Seed Butters	2 Tbsp.	3 Tbsp.	4 Tbsp.
• Nuts &/or Seeds**	½ Ounce	¾ Ounce	1 Ounce
Vegetable/Fruit – Serve two or more separate and identifiable fruit/vegetable dishes	¼ Cup	½ Cup	¾ Cup
Bread/Bread Alternate*	½ Slice	½ Slice	1 Slice
Snack [Select Two of Four Components]			
Milk, Fluid	½ Cup	½ Cup	1 Cup
Juice*** or Fruit or Vegetable	½ Cup	½ Cup	¾ Cup
Meat/Meat Alternate	½ Ounce	½ Ounce	1 Ounce
Bread/Bread Alternate*	½ Slice	½ Slice	1 Slice

Bread Equivalents: These foods may be mixed/matched to obtain the required bread equivalents

Breads	1/2 Slice	1 Slice
Grains	1/4 Cup	1/2 Cup
Pasta	1/4 Cup	1/2 Cup
Cereal-dry	1/3 Cup	3/4 Cup
Cereal-hot	1/4 Cup	½ Cup

*

Meat Equivalents: These foods may be mixed/matched to obtain the required meat equivalents

Meat	1/2 Slice	1 Slice
Eggs	1/4 Cup	1/2 Cup
Peanut Butter	1/4 Cup	1/2 Cup
Beans	1/3 Cup	3/4 Cup
Yogurt	1/4 Cup	½ Cup

An acceptable serving of a bread alternate [cornbread, biscuits, muffins, etc.] is made of wholegrain or enriched meal or flour, or a serving of whole-grain or enriched cereal, or cooked enriched or whole-grain rice or pasta product.

**Not more than 1 ounce of nuts and or seeds maybe used in any meal and may not contribute more than 50% of the total requirement of meat/meat alternate.

*** Use full-strength 100% juice.



CHILD and ADULT CARE FOOD PROGRAM

MEAL PATTERN FOR INFANTS

7 CFR Part 226.20

Breakfast		
0-3 Months	4-7 Months	8-11 Months
4-6 fluid oz . Breastmilk or Iron-Fortified Infant Formula	4-8 fluid oz . Breastmilk or Iron-Fortified Infant Formula	6-8 fluid oz. Breastmilk or Iron Fortified Infant Formula
	0-3 T. Iron-Fortified Infant Cereal (<i>Optional</i>)	2-4 T. Iron –Fortified Infant Cereal
		1-4 T. Fruit and/or Vegetable
Lunch or Supper		
0-3 Months	4-7 Months	8-11 Months
4-6 fluid oz . Breastmilk or Iron-Fortified Infant Formula	4-8 fluid oz . Breastmilk or Iron-Fortified Infant Formula	6-8 fluid oz. Breastmilk or Iron Fortified Infant Formula
	0-3 T. Iron-Fortified Infant Cereal (<i>Optional</i>)	2-4 T. Iron –Fortified Infant Cereal
	0-3 T. Fruit and/or Vegetable-strained, mashed, or chopped (<i>Optional</i>)	2-4 T Iron Fortified Infant Cereal And/or 1-4 T. Meat, Fish. Poultry, Egg Yolk, or Beans ½ -2oz Cheese 1-4 T. Cottage Cheese
Snacks		
0-3 Months	4-7 Months	8-11 Months
4-6 fluid oz . Breastmilk or Iron-Fortified Infant Formula	4-8 fluid oz . Breastmilk or Iron-Fortified Infant Formula	2-4 fluid oz Breastmilk, Iron-Fortified Formula, or Juice
	0-3 T. Iron-Fortified Infant Cereal (<i>Optional</i>)	0-1/2 slice Bread (<i>optional</i>) 0-2 Crackers (<i>optional</i>)

- **Formula** served must be iron-fortified infant formula. The formula must be intended as the sole source of food for normal, healthy infants, and must be served in the liquid state at the manufacturer's recommended dilution.
- **Infant cereal** must be iron-fortified, dry infant cereal. Infant cereal is often mixed with breastmilk or formula.
- **Fruit juice** must be full strength, 100% juice
- **Bread or crackers** must be made from whole-grain or enriched meal or flour.

DEFINITIONS AND FURTHER CLARIFICATIONS

Attendance

A daily record of the names of the children and the times the children are in your care. Caregivers are required to sign children in and out daily [including their own], noting the time each child arrived and the time each child left care. Sign in and sign out sheets must be verified with a parent's/guardian's signature or initials at a minimum, weekly. Montana's Best Beginnings Child Care Scholarship Program requires daily signed attendance records.

Authorized Capacity

The number of children that may be cared for at any one time as listed on your registration certificate. It includes provider's own children under the age of six and authorized overlap.

Authorized Capacity includes caring for:

- A maximum of 6 children in a family day care home.
- A maximum of 12 children in a group day care home.

Overlap

The Licensing Bureau of the QAD may authorize you to provide overlap care during specific times. Children in care during overlap times are considered to be part of your Authorized Capacity at those times. Meals served to the children present during overlap time(s) may be claimed for reimbursement if:

- The child is enrolled in the CACFP and participating in day care.
- You are within your Authorized Capacity.

Before claiming meals during overlap you must provide your Sponsor with a copy of your registration that includes overlap capacity and time overlap is approved. This documentation must be submitted to your Sponsor before menus can be processed. The maximum number of children that may be in care during overlap for family day care homes is authorized capacity plus 2, and for group day care homes is authorized capacity plus 4.

Provider's Own Children

Your children, (provider's own) are eligible for reimbursement in the CACFP only if:

- Your day care home meets the income guidelines for Tier I meals by income, you have submitted a qualifying Income Eligibility Form and verification of income has been submitted to your Sponsor.

Or,

- You are eligible for Tier I reimbursements by school, census or because your family income falls at or below the standards established by CACFP for Tier I. You must submit an Income Eligibility Form and verification of income or program participation in Temporary Assistance for Needy Families (TANF), Food Stamps, Women, Infants and Children (WIC) or Food Distribution Program on Indian Reservations (FDPIR).

And,

- Other children are enrolled, in attendance, and are participating in the meal service.
- You are caring for children within your Authorized Capacity.
- Your child is enrolled in the CACFP, participating in day care, and are signed in a minimum of once each week.

You must meet all of the above criteria to claim meal reimbursement for your own children.

Block Claiming

CACFP reimbursements are limited to children in care who are enrolled children, who are present during meals and that are within your authorized registration capacity. Through state reviews, the USDA has found, and is concerned that, many facilities regularly claim the same number of meals for children, regardless of actual attendance. Therefore, Sponsors are now required to examine your claims when the same number of meals is claimed at one or more meal type for fifteen consecutive days within a one month claiming period. For example, if a child care home claims seven children at lunch every day for fifteen days in one month, the Sponsor will look into this. We recognize that the same number of children may be in attendance and that the claim may be legitimate. It is essential to maintain accurate attendance records and to claim only those children who are enrolled, within the age limits, are present and participate in each meal claimed for reimbursement.

Changes in Meal Pattern

A change in the meal pattern occurs when an entire food group is removed from the meal, such as milk or whole grains. Except for food allergies or intolerances that change the meal pattern, all children must be offered the same foods during meal service to be claimed for reimbursement (See: Food Allergies or Intolerances).

Charges for Meals

As a day care home participating in the CACFP, you are ***not allowed*** to:

- Charge parents for the meals their children receive while in your care.
- Charge a different rate based on Tier classification.
- Require any children (except infants, as explained in the next paragraph) to bring their own food.

In CACFP, facilities must offer at least one kind or brand of standard iron-fortified infant formula. Some facilities offer two kinds. Facilities do not have to offer more than one kind. Parents can accept the formula that the facility provides, or they may decline it in writing and supply the facility with the kind of formula they want their infant to receive. In this case, the parents pay for the formula and provide it to the center. A facility must feed or supply at least one of the meal components to claim that meal for reimbursement.

Child and Adult Care Food Program Sponsor/Provider Agreement

The Sponsor/Provider Agreement explains the rights and responsibilities of both the provider and the Sponsor. Upon program enrollment, the Sponsor will review the agreement with you, and both you and your Sponsor must read, complete, and sign the agreement. The Sponsor/Provider agreement must be reviewed together annually thereafter. Providers who move, have a legal name change, or change in meal times must notify their Sponsor and complete a Change In Information form within 10 business days. The change forms become part of your Sponsor/Provider Agreement, and are also permanent documents.

Child Enrollment Forms

All children must be enrolled in CACFP at the time they begin participation, and then re-enrolled annually. Your sponsor will provide enrollment forms for this purpose. Parents must complete the enrollment form, which includes the child's name, address, phone number, typical days and times the child is in care and the parent's signature. You must also complete this form to enroll your own children. Sponsors cannot process meal reimbursements for children who are not enrolled. This information is used to conduct parent surveys for monitoring purposes and also to inform parents about the CACFP and

their child's participation.

Children

Are defined as:

- Persons twelve years of age and under.
- Children 15 years of age and under whose parents/guardians are migrant workers.
- Mentally or physically disabled persons, as defined by the state, enrolled in an institution, a day care home, or child care facility that serves a majority of persons 18 years of age and under.

In order to claim meals for reimbursement, children:

- Must be enrolled, be in your home for care, and participate in the meal.
- Must not exceed the authorized capacity on your registration certificate.

You may not claim meals for children in excess of your Authorized Capacity unless you have children coming and going, serve second shift meals and at no time have more children in attendance than your authorized capacity. If you are found to be caring for more children than authorized, you will be reported to QAD Child Care Licensing Bureau. Caring for children in excess of Authorized Capacity may be a substantiated violation of your child care registration requirements and may result in termination of your registration and/or participation in the CACFP if the problem is not corrected. You may not claim meals for children in care during days and/or hours not approved by the Montana Licensing Bureau and noted on the Sponsor/Provider Agreement.

Civil Rights

The CACFP is a federal program and all participants must comply with Title VI of the Civil Rights Act of 1964.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

Each year your Sponsor is required to annually report racial/ethnic data for children enrolled in the CACFP. This data is summarized on the child enrollment forms. Providers should ask parents to assist with the enrollment form data, including the race/ethnic data.

Children may not be identified or grouped as Tier I or Tier II. There may not be any identification of children by tier qualification in day care homes in which meals are reimbursed at both Tier I and Tier II reimbursement rates. The Sponsoring Organization will not make income information or tier status of specific children available to day care homes, and will otherwise limit the use of such information to persons directly connected with the Sponsor's administration and enforcement of the program.

Claims

Claims for reimbursement must be submitted monthly to your Sponsor on or before the date specified.

Claim documentation consists of:

- Daily records of the food items served.
- Daily records of each child in attendance and the meals served to those children.
- Documentation of enrollment of Child Enrollment Forms for each child's meal claimed for reimbursement and Child Enrollment Form.
- Signed parent documentation of holiday care with parent/guardian's signature.

These records must be complete and accurate. Incomplete or inaccurate records may cause a delay in or non-payment of your reimbursement. There will be an initial training period that will allow for a margin of error for a time period specified by your Sponsor. After the initial training period as specified by your sponsor, meals will be disallowed if they do not contain the required meal components. Meals will not be reimbursed if records are not accurate and current. Providers will not be reimbursed for meals served to children without a current Child Enrollment Form.

Your Sponsor will provide you with the required forms and explain how to fill them out.

Confidentiality

Confidentiality means keeping information private and limiting its use. Most confidential information should be kept under lock and key. Some examples of confidential information are Income Eligibility Forms, Allergy Statements, and Immunization Records (Refer to definitions of Food Allergies and Intolerances, Income Eligibility Forms, and HIPAA). All Income Eligibility Forms are confidential and are sent to the sponsoring organization directly from the parent or guardian. There is to be no identification of children by tier qualification in day care homes in which meals are reimbursed at both Tier I and Tier II reimbursement rates. The sponsoring organization will not make any income information available to day care homes, and will otherwise limit the use of such information to persons directly connected with the Sponsor's administration and enforcement of the program.

Corrective Action Plan

The Sponsor can request or may require you to complete a Corrective Action Plan when you are not meeting the requirements of the CACFP. The Sponsor will provide training, technical assistance, and suggestions to improve your program, along with providing guidance in completing a required Corrective Action Plan. Cooperation with a Corrective Action Plan is imperative to avoid being identified as Seriously Deficient and possibly terminated from CACFP participation.

Cycle Menu

A cycle menu is a series of carefully planned menus (usually for a 3 to 5 week period) that are used once, and then the 3-5 week pattern is repeated for an extended period of time with small adjustments made as necessary. Menu substitutions are to be noted on the current dated and posted copy as changes are made.

The use of a cycle menu in the CACFP is encouraged. While the initial careful planning will take some additional time, you will save a great deal of time on a daily basis from then on. Copies of cycle menus must be dated with month, day, and year to meet the posting requirement.

Planning your meals ahead:

- Helps assure that menus are in compliance with CACFP requirements and that children's daily nutritional needs are being met.
- Makes shopping easier and less frequent.
- May allow you to purchase in larger quantities and/or take advantages of specials (and thus save money) because you know that during the next month (or 2) you will need a specific number of cans of tomatoes or pounds of hamburger, etc.

When you are using a cycle menu, we suggest that you plan to make some changes now and then so that you can take advantage of specials or include foods for special celebrations. So, if strawberries are on sale, purchase them and change your posted menu to include strawberries, etc.

Daily Nutritional Needs

In order to help meet children's daily nutritional needs, your menus should be planned to include foods that provide:

- A good source of vitamin C obtained from fruits or vegetables daily.
- A good source of vitamin A obtained from fruits or vegetables at least every other day.
- 4-6 sources of Iron daily obtained from a variety of foods.

Enrollment Forms

All children must be enrolled in CACFP at the time they begin participation, and then re-enrolled annually. Your sponsor will provide enrollment forms for this purpose. Parents must complete the enrollment form, which includes the child's name, address, phone number, typical days and times the child is in care, and the parent's signature. You must also complete this form to enroll your own children. Sponsors cannot process meal reimbursements for children who are not enrolled. This information is used to conduct parent surveys for monitoring purposes and also to inform parents about the CACFP and their child's participation.

Food Allergies or Intolerances

If a child has a food allergy or intolerance that changes the meal pattern, the parent must obtain documentation of the allergy from a recognized medical authority (physician, physician's assistant), and a list of substitute foods obtained from a recognized medical authority or a registered dietitian. Allergy documentation must be maintained in accordance with HIPAA regulations, and you must provide the substitute food whenever possible (See also: Food Allergies or Intolerances and Change in Meal Patterns).

Family Style Meal Service

The Montana CACFP encourages Family Style Meal Service, which is where all required food components, in the required portion sizes for all children, are placed on the table in serving bowls and children serve themselves, with help from the provider as needed.

Encouraging children to serve themselves is an important step in child development. It helps to develop skills and allows children to understand and make decisions on how much food their bodies need.

It's good to encourage, but not force, children to take a serving and taste all food items. It can take offering a new food as many as 20 times before it is accepted by a child. Providers can set a good example and should model good eating habits by sitting and eating the same foods with the children.

Forms Retention

All required CACFP forms supplied by your sponsor and other CACFP forms including, but not limited to, menus, attendance records signed weekly by parents (with in/out times), enrollment forms, and posted menus must be kept on-site for three years beyond the current fiscal year (Oct. 1-Sept. 30). The Pre-Approval Application, the original and subsequent Sponsor/Provider Agreement and the original Application and Termination agreements are permanent records and must be kept indefinitely.

Fraud

A deliberate misrepresentation of records or information to obtain an unearned reimbursement is fraud under applicable state or federal laws. Fraud may lead to a declaration of serious deficiency, and result in immediate termination and the inability to participate in the CACFP for seven years from the date of termination, or longer if money is owed to the CACFP. Please refer to the CACFP Sponsor/Provider Agreement for information regarding the termination of providers from the Montana CACFP.

HIPAA

This federal legislation requires all Protected Health Information (PHI) to be kept confidential. Providers must adhere to their Sponsor's HIPAA policy. Parents must be given a copy of your Protected Health Information policy. An example of Protected Health Information is a doctor's statement regarding a food allergy or information regarding a child's special needs.

Holidays

Reimbursement for meals provided to children in day care on the following legal holidays will be made only when the Sponsor submits written notice, signed by the parent or guardian, stating their child was in day care on that holiday because they were working on the holiday. Written documentation should be attached to the appropriate monthly claim.

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day

Income Eligibility Forms

Income Eligibility Forms (IEF) are used to determine the tier status of your day care home's eligibility rate of meal reimbursement for CACFP participants, as required by the USDA. IEFs collect a variety of information, including categorical eligibility information, or for others, names, Social Security Numbers, and income for all household members.

IEFs are used to:

- Determine income eligibility of providers for Tier I status based on required income documentation.
- Determine eligibility of providers' own children to participate. When a provider is Tier I by census or elementary school boundary area, the income section of the IEF must be completed. Documentation verifying income is not required.
- Determine eligibility of for families for whom a Tier II provider may receive a higher rate of reimbursement. Income Eligibility Forms completed by families are returned directly to the Sponsor.

You may qualify as a Tier I day care home:

1. By being located in an elementary school attendance area which has greater than 50% enrolled in the free or reduced reimbursement category of the school lunch program. Eligibility by school is effective for 5 years from the date of determination.
2. By being located in a Census Block Area in which 50% of the families with 0-12 year old children have a household income less than 185% of Poverty. Eligibility is effective until the next census.
3. By participating in the Food Stamp Program, Food Distribution Program on Indian Reservations (FDPIR), Temporary Assistance for Needy Families (TANF), and any other program listed on the current IEF, which may include the Montana Best Beginnings Child Care Scholarship Program, or by having a household income less than 185% of poverty. Income verification is required. Eligibility is effective for one year from the date of determination when based on income. If you are eligible for Tier I based on your family's participation in Food Stamps, Sponsors must inform the Food Stamp office of your participation in CACFP. CACFP reimbursements are not income for the purpose of food stamp eligibility. However, any income/profit from your child care business is considered income for calculating food stamp eligibility.

Your Sponsor will distribute IEFs to all day care home providers. Providers that are Tier I will be informed that, to claim your (provider's own) children, you must submit a household income statement to your Sponsor. You may be asked to submit income verification to claim your own children.

If you meet the conditions stated above, you will receive a written notice of tier status from the Sponsor, and receive the Tier I reimbursement rate for all meals and snacks served.

Sponsors will gather and verify household income data for **all** providers in Tier II reimbursement areas who wish to be evaluated for Tier I reimbursement rates based on their household income. All Tier II area providers determined to be ineligible for Tier I reimbursement based on household income for Tier I reimbursement rates will remain Tier II providers.

When your Sponsor notifies you that you qualify for Tier II reimbursement rates, you must choose one of the two options below if you would like to see if you qualify for a higher rate of reimbursement (Tier II High) for any of the children in your care

1. Send/give IEFs to all households of children in care.
2. Claim only categorically eligible children at the higher rate of reimbursement (Tier II High). Children are categorically eligible if their family is participating in Temporary Assistance for Needy Families (TANF), Food Stamps, Food Distribution Program on Indian Reservations (FDPIR), or any other program listed on the current IEF, such as the Montana Best Beginnings Child Care Scholarship Program. Children who are income eligible and participating in Head Start are also categorically eligible. Verification of participation in one of these programs must be given to the Sponsor.

All IEFs distributed to parents for completion are confidential and must be returned directly to your Sponsor from the parent or guardian. IEFs that parents complete may not be collected by you, the provider.

You also have the option not to send parents IEFs, and to claim all children at the lower Tier II reimbursement rate.

Infants

Infants, according to the CACFP are defined as persons from birth through 12 months of age, for the purpose of following the meal pattern. This definition differs from the definition of infants for the purpose of determining licensed/registered capacity. For child care licensing/registration, infants are children from birth through 23 months of age.

Infant Cereal

Infant cereal is any iron-fortified dry cereal specially formulated for, and generally recognized as cereal for, infants, and that is routinely mixed with formula or milk prior to consumption. Cereal is to be served separately and fed with a spoon. Cereal is not to be added to a bottle.

Infant Formula

Infant formula is any iron fortified formula intended for dietary use as a sole source of food for normal healthy infants served in a liquid state using the manufacturer's recommended dilution. An infant meal that contains only breast milk or iron fortified formula, whether supplied by the caregiver or parent, may be claimed for reimbursement. However, to receive reimbursement, the provider must always offer the infant a complete, developmentally appropriate meal except when provided by the breastfeeding mother.

Limits on Meals

There are limits on the number of meals that the CACFP will reimburse. You may claim two meals and one snack, or one meal and two snacks per child, per day. Meals may only be claimed for children who are in attendance, participating in the meal service, and enrolled in the CACFP (See Provider's Own).

Meal Counts/Meal Participation Record

Each day, record the first and last names of the enrolled children who attended, and the meals they received that day. This record is submitted as a part of your monthly claim/menu and must be accurate. Do not claim for more than two meals and one snack or two snacks and one meal per child, per day, for enrolled and participating children. If you are eligible to claim meals for your own children, there must be other enrolled children present and participating in the meal service (See Provider's Own Children). Do not claim meals for children who are not enrolled or who are not in attendance (See also Claims).

Meal Requirements

All meals must provide the required serving size of the meal components for the age group being served. Consult the Crediting Food tab of *What's in a Meal* and the charts of Meal Pattern for Children or Infants pages 7 and 8.

Meal Service

Meals must be eaten in a day care setting to be reimbursable. Lunches sent to school are not reimbursable. Snacks sent home with children are not reimbursable. Meals eaten on a field trip with the provider, such as on a picnic in the park, are reimbursable if they meet the CACFP meal pattern and portion size requirements.

Menus

A daily record of the types of food items served must be maintained and posted where it is readily

viewable by parents. Menus must be prepared, and dated for each week. Weekly menus must be kept on file for three years, plus the current fiscal year (10/1-9/30).

For help with menu planning see the Food and Nutrition section. All menus must contain the required meal components. Components should be listed separately. For example, if you serve spaghetti, list:

- Meat - hamburger
- Fruit/vegetable - tomato sauce
- Bread/alternate - spaghetti

When serving combination foods, be sure to serve enough to meet the required portion sizes for the age group being served.

Menu information is submitted as part of your monthly claim/menu (See also Claims).

Milk

Milk is defined as pasteurized, fluid types of unflavored or flavored whole milk, low fat milk, skim milk, or cultured buttermilk, which meets state and local standards for children over the age of 1 year. The American Academy of Pediatrics and health and nutrition experts do not recommend serving reduced fat, low-fat, or nonfat milk to children under two years of age. Children under the age of two need additional fat in their diets for normal growth and development. When children between the ages of 1 and 2 years old are no longer receiving breast milk or formula, they should be given whole milk.

Minute Menu

This is a software program used by Sponsors and MT CACFP to administer CACFP efficiently. Providers are familiar with bubble forms for enrollment, menus and monitoring, or with Internet menus. Bubble forms must be completed with a number two pencil and are scanned by your Sponsor. These are all part of using Minute Menu software. Your Sponsor will provide training and Minute Menu forms for your use.

Monitoring Review Visits

Your Sponsor is required to perform on-site reviews of your day care home and view daily operations of your CACFP. Sponsors must monitor all of the facilities they Sponsor an average of three times per facility per year. A monitor will visit your child care home at least twice per year, possibly more frequently. The purpose of these visits is to determine if you are complying with CACFP regulations and to offer you training and technical assistance as needed. To comply with the CACFP Federal Regulations, the majority of visits will be unannounced. Monitoring visits are intended to assist you to operate the CACFP. The monitoring visit will usually consist of:

- A review of your records to determine if they are complete and current.
- Observance of a meal service at least twice per year.
- A review of food storage and overall sanitation.
- A review of attendance records for five days during a prior claiming period. Attendance records will be compared to your claim for that five day period.
- A discussion of any concerns/problems identified by your Sponsor prior to or during the visit.
- A discussion of any questions or concerns that you may have.
- Discussion of health and safety issues.
- Completion of a monitoring form with any suggestions and recommendations for corrective

- action, if needed.
- A follow-up with further training and technical assistance, if needed.

You must inform your Sponsor, in advance, if you will not be home, or if children will not be present during times when your meal service is scheduled. Failure to do so could result in the disallowance of the meals for the day and possible corrective action.

In addition to monitoring visits by your Sponsor, the MT CACFP, USDA staff, Child Care Licensing staff, and Auditors for the Office of the Inspector General, may perform monitoring visits of your day care home.

You are required to allow these representatives to conduct monitoring visits. If you are not familiar with the person, you should request to see photo identification. Refusal to admit a monitor during your scheduled business hours will result in corrective action and possible termination from CACFP.

Non-reimbursable Foods

Non-reimbursable foods are those that are not creditable towards any of the food components because they do not meet the nutritional value criteria for reimbursable foods (See ***What's In a Meal?*** and Reimbursable Foods).

Notification of Reasons and Procedures for Termination of Providers

This form was developed to assure that the day care home providers understand the reasons and procedures for termination from the Child and Adult Care Food Program, as day care home providers have no right to appeal a declaration of serious deficiency. The form includes a list of the most common reasons for finding a provider seriously deficient; however, it is not an all inclusive list. Sponsors are required to send a Notice of Serious Deficiency, including the specific reason for this finding. Providers may appeal the intent to terminate them from CACFP for cause/serious deficiency. Procedures to appeal will be outlined in the Notice of Intent to Terminate. If a child care provider or home is terminated because they have been found to be seriously deficient, the provider and the facility will not be allowed to participate in CACFP for seven years or until MT CACFP determines that they have completely and permanently corrected the problems that led to termination.

Providers may not appeal the Sponsor's decision to terminate for convenience. If a provider is terminated for convenience, he or she may request to enroll with another CACFP Sponsor that serves the region or may request to re-enroll with the original Sponsor at a later date. Every effort will be made to ensure no interruption of participation occurs.

Upon enrollment, you are asked to read and initial this information as part of your Sponsor/Provider Agreement form, and to review it annually thereafter as part of the annual required CACFP training.

Nutrition and Nutrition Education

Refer to ***What's In a Meal?*** for nutrition guidance. Your Sponsor is responsible for providing CACFP and nutrition training. For additional nutrition information and training schedule information contact your Sponsor.

Parent Survey - Verification of Attendance and Meal Participations

To assure program integrity, quality, and to gain parental input for the Child & Adult Care Food Program, parents may be contacted periodically to verify attendance of their children at your day care and to verify when their children are present and what meals they are being served. Sponsors or the MT CACFP may contact parents by phone or by mail. Please encourage parents to respond to any CACFP surveys within 10 days, so that your program and the CACFP can continue to improve and gain feedback about the parents' desires, satisfactions, and concerns. If a timely response is not received from parents, the Sponsor or the MT CACFP may make repeated efforts to contact them.

Pre-Enrollment Visit

The Sponsor you select will conduct a pre-enrollment visit to your home before enrolling your facility in the Child and Adult Care Food Program. The purpose of this visit is to:

- Provide initial training and technical assistance in CACFP operations and requirements.
- Verify that the proposed food service does not exceed the capability of the day care home.
- Review and complete the pre-enrollment form and the Sponsor/Provider Application and Agreement.
- Allow you to begin to participate in the CACFP.

Upon relocation to a new facility, the provider may continue participation; however another pre-enrollment visit must be conducted within 10 business days of the change, and the new location must meet child care registration and CACFP standards. Please contact your Sponsor immediately if you intend to relocate so that there is no break in your meal reimbursements.

Professionalism

Operating a child care business is a very important career. You have enormous influence on children during their most formative years and there are many requirements to successfully operating a small business. We encourage you to approach your business and your participation in the Child and Adult Care Food Program in a professional manner.

Creating business systems will streamline your administration, allow you to focus on children, and help you obtain the greatest benefit from CACFP. Meal reimbursements are an important component of earning a profit in your business. Like the administration of any small business, child care recordkeeping takes a great deal of time. Careful planning and preparation are required to meet your responsibilities to the children in your care, their parents, the community, the Sponsor, the Montana CACFP, and the Department of Public Health and Human Services, Human and Community Services Division, Early Childhood Services Bureau. Your Sponsor has knowledge of successful business systems used by other child care providers and can help you develop one that works for you. Implementation of the system is up to you.

Registration Certificate

The Registration Certificate is the approval from the Department of Public Health and Human Services Quality Assurance Division, Child Care Licensing Bureau, or from the military base licensing department or from a Tribal government. It authorizes you to legally operate a day care home. You must provide a current registration certificate to your Sponsor to be eligible for CACFP meal reimbursement. A current copy of your registration must be provided to your Sponsor.

Regulations

The Child and Adult Care Food Program operates under Federal Regulations § 7 CFR Part 226 and the

state Administrative Rules of Montana.

Reimbursable Foods

Reimbursable foods are those foods that may be counted toward meeting the requirements for a reimbursable meal. Foods are determined to be reimbursable by USDA based on the following factors: (1) nutrient content; (2) customary function in a meal; (3) whether they meet regulations governing the Child Nutrition Programs (on quantity requirements and/or by definition); (4) whether they meet FSA's Standards of Identity; (5) whether they meet the USDA's standards for meat and meat products; and (6) agreement with administrative policy decisions on the crediting of particular foods.

Reimbursable Meals

A meal is reimbursable if it provides the minimum serving size in the correct portion for each enrolled and participating child, and contains all of the required food components as specified in Meal Requirements
§ 7 CFR 226.20.

Reimbursement

Reimbursement is based on the number and type of meals you serve to enrolled and participating children. The reimbursement rates are set annually on or about July 1, by the USDA.

After you have submitted your monthly claim, the Sponsor will review and verify the information. The amount of reimbursement will be determined, and the Sponsor will submit a claim for all providers to the Montana CACFP State Agency. Then, MT CACFP will issue a payment check to your Sponsor, and your Sponsor will send your payment. Sponsors have five days from the date MT CACFP issues the check to them to distribute your reimbursement.

Sponsor

A local non-profit organization which has an agreement with the Department of Public Health and Human Services to administer the Child and Adult Care Food Program in day care homes. The Sponsor's responsibility is to assure that your day care home is in compliance with Federal and State Regulations, and to provide you with necessary assistance in your operation of the CACFP. If you have any questions concerning the CACFP, please contact your Sponsor.

Serious Deficiency

This is a term used in federal statute that refers to a day care home that has been determined to be non-compliant in one or more aspects of its CACFP operation. If a serious deficiency is not corrected within the timeframe specified by your Sponsor, the Sponsor will issue a notice of intent to terminate. If you are terminated from CACFP due to a serious deficiency, you will not be eligible to participate for seven years or until MT CACFP determines that you have completely and permanently corrected the serious deficiency. Any funds owed to CACFP must be repaid before you may resume participation.

State Administering Agency

The MT CACFP is administered through the Department of Public Health and Human Service, and contacted at the Human and Community Services Division, Early Childhood Services Bureau, PO Box 202952, Helena, MT 59620. They can be reached by phone at 1-888-307-9333.

Switching Sponsors

The Montana CACFP has authorized more than one CACFP Sponsor to serve specific geographic areas, but regulates competitive practices. Once you have selected a Sponsor, competing Sponsors are not allowed to attempt to actively solicit you to change Sponsors. If you believe that a Sponsor has attempted to recruit you to switch Sponsorships, you may register a complaint with the State CACFP by calling 1-888-307-9333.

You may contact area Sponsors to inquire about their Sponsorship. Program rules apply to all day care homes and Sponsors; however, there may be some variation in operational procedures used by Sponsors, such as the day menus are due or how training is delivered. Day care homes must complete and submit the Changing Sponsors form to initiate this process. You may contact your existing or new Sponsor for this form.

Day care homes may switch CACFP Sponsors one time per year. Homes that are under corrective action or that have been declared Seriously Deficient may not change Sponsors until they are restored to good standing with their existing Sponsor for a minimum of one month.

DCH Providers who fail to notify their existing Sponsor of an intended switch to a new Sponsor on or before the final working day of the month may not be eligible to participate with the new Sponsor in the following month, which may cause a break in participation. The result might be that participation must continue with the existing Sponsor. Participation with the new Sponsor would begin effective the first day of the next month.

Tax Records

As a business, you are required by IRS to keep certain tax records. Contact your accountant or local IRS office for further information.

Termination for Cause

If CACFP violations/problems are identified in your operation of the CACFP, you may be terminated from the program for cause. You will be given an opportunity to correct the problem. Steps necessary will be outlined in a corrective action plan. If you do not comply with the corrective action plan, and fully and permanently correct these violations/problems, you may be determined to be Seriously Deficient. If there is a serious health and safety violation, you may be determined to be Seriously Deficient and immediately suspended. Being Seriously Deficient and failing to correct the serious deficiency could result in being placed on the National and State Disqualified List and terminated from the CACFP for seven years, or longer if any money owed to CACFP is not repaid.

Termination for Convenience

You or your Sponsor can terminate your participation due to considerations unrelated to performance of program responsibilities. If you are terminated for convenience, you will not be disqualified from CACFP and may request service from another Sponsor. Termination for convenience cannot be appealed.

Tiering

Day care homes are designated either Tier I or Tier II to establish meal reimbursement rates. Congress enacted tiering to better target limited resources to low income families, while still offering nutritional support to all families.

Tier I Home

Tier I day care homes qualify for the higher rate of reimbursement than Tier II day care homes. Criteria to receive the Tier I designation include:

1. The child care home is located in an elementary school attendance area which has greater than 50% enrolled in the free or reduced category of the school lunch program. Effective 10/1/04, eligibility by school is good for 5 years from the date of determination.
2. The child care facility is located in a Census Block Area where 50% of the families with 0-12 year old children have a household income less than 185% of Poverty. Eligibility is good until the next census.
3. The provider is participating in the Food Stamp Program, Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance for Needy Families (TANF) or has a household income of less than 185% of poverty. Eligibility is good one year from the date of determination. If a provider is eligible due to his or her own family's participation in Food Stamps, CACFP Sponsors are required to notify the Food Stamp Office of the provider's participation in CACFP. The purpose of this federal regulation is to assure that providers receiving food stamps are claiming income from their child care business, if any, when requesting food stamp benefits.

Providers operating a Tier I home will receive a written notice of tier status from their Sponsor, and will receive the Tier I reimbursement rate for all meals and snacks served. See Income Eligibility Forms.

Tier II Home

All homes which do not qualify as Tier I homes are Tier II homes. Your Sponsor will provide you with a written notice of your tier status. Tier II day care homes are reimbursed at a lower rate than Tier I day care homes (see Income Eligibility Forms). Tier II day care homes will elect one of three methods to determine the reimbursement rate they will receive. They may:

1. Receive the Tier II Low rate of reimbursement for all of the children in their care.
2. Identify only those children whom the sponsor or provider knows are categorically eligible for Tier II High benefits. Children are categorically eligible if their family receives Food Stamps, Food Distribution Program on Indian Reservations (FDPIR), Temporary Assistance for Needy Families (TANF) or assistance from any other program listed on the current IEF which may include the Best Beginnings Child Care Scholarship program. Documentation of participation on one of these programs must be submitted to the Sponsor.
3. Request that the Sponsor send income eligibility forms to all of the parents of their participants in order to receive the higher Tier II rate of reimbursement for those children whose household incomes are less than 185% of the federal poverty level. There is to be no identification of children by tier qualification in day care homes in which meals are reimbursed at both Tier II High and Tier II Low reimbursement rates. The sponsoring organization must not make classification results available to day care homes and will limit the availability of such information to persons directly connected with the Sponsor's administration and enforcement of the program.

Training is an important aspect of the Child and Adult Care Food Program. You are required to attend a minimum of four hours of specific CACFP training per year, which will be offered at no charge by your Sponsor.

A minimum of two hours each year will cover Administrative/Regulatory matters.

Administrative/Regulatory training must cover the Sponsor/Provider Agreement and may also include meal requirements and recordkeeping, for example. These two hours of required annual CACFP administrative/regulatory training may not be included in the eight hours of training required by the QAD Child Care Licensing Bureau to maintain your day care home registration.

A minimum of two additional hours of training must be in the area of nutrition or food safety. Your Sponsor will offer this training at no charge. However, you may attend training offered by another entity if this is accepted by your Sponsor. You may elect other courses available in subjects such as nutrition, meal service, food safety, sanitation, menu planning, nutrient needs, recordkeeping, or other subjects specifically linked to CACFP. These two hours of training may be counted toward the eight hours of annual training required by the QAD Child Care Licensing Bureau to maintain your day care home registration.

Sponsors may offer training in a variety of formats including workshops, correspondence, online or on-site. However, if you do not complete the required four hours of CACFP annual training by September 30th, your Sponsor is not permitted to offer the training on-site.

Your Sponsor may also require attendance at other training sessions or may schedule longer sessions in order to adequately address specific topics. Training may be part of a corrective action plan to help address a program compliance concern. Attendance at training sessions also gives providers an opportunity to share experiences and exchange ideas with other early childhood professionals. It may also relieve some feelings of isolation that are shared by some child care providers. We encourage you to take advantage of all the training your Sponsor provides, and of any other high quality training offered in your area.